

CAREER OPPORTUNITIES WITH CIVIL SERVICE

ROME CIVIL SERVICE

ANNOUNCES

OPEN COMPETITIVE EXAMINATION

for

ENGINEER I #68347

ROME, NEW YORK 13440

Exam Date:	December 3, 2011
Last Filing Date:	October 12, 2011
Salary:	\$37,351.00 to \$48,888.00 per year

APPLICATION AND FEE:

A FIFTEEN dollars (\$15.00) non-refundable fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment must be made by **CHECK** or **MONEY ORDER**, payable to Rome Civil Service Commission. Please write both your name and number of the exam on the check or money order.

If your application is disapproved, the fee will **NOT** be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Applications postmarked after the last date of filing will be returned to the applicant with his/her application fee.

RETURN CHECK POLICY:

Applicants whose personal checks are returned for insufficient funds will be notified by the City Treasurer's Office. A returned check fee of \$20.00 will be added to the returned check amount. The total amount must be paid in *cash* or with a *money order* in the *City of Rome Treasurer's Office*, Rome City Hall, First Floor, Rome, NY 13440

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The Eligible List resulting from this examination will be used to fill vacancies which may occur

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM

Candidates are permitted to use a slide rule or non-programmable battery-operated calculator for this exam

RESIDENCY:

There is NO RESIDENCY REQUIREMENT to make application to the examination. Preference in certification for employment may be given to successful candidates who are residents of the City of Rome at the time of appointment.

This written examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

SPECIAL CREDIT for CHILDREN of FIREFIGHTERS and POLICE OFFICERS KILLED in the LINE of DUTY:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit will be added after the eligibility list has been established.

DISTINGUISHING FEATURES OF THE CLASS: This is a full-performance position requiring knowledge and experience in a wide range of professional engineering duties. The work is performed in accordance with established engineering principles, codes and regulations with flexibility allowed for choosing methods and materials. The incumbent is given general directions from a higher-level engineer in projects including design, specification writing, inspections, surveys, project coordination and land acquisition functions. The position differs from that of Engineer II in that fewer and less complex projects are assigned with less supervisory and administrative responsibilities involved. The position differs from that of Assistant Engineer in that assignments are more complex with relative independence allowed in deciding work methodology and materials. The position may involve supervision of Engineering Aides, Technicians and Assistant Engineers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Assists, develops engineering design for roads;
- Writes job specifications for projects of moderate difficulty;
- Assists, develops plans, cost estimates and contract documentation for projects of moderate difficulty;
- Evaluates contractor proposals, negotiates revisions and participates in getting final agreement;
- Inspects construction for conformance with contract provisions;
- Intercepts contract specifications and construction standards for contractor and resolves differences in interpretation;

- Monitors consultant work by reviewing plans and reports, evaluating compliance with policy, standards, procedures, schedules and contracts, coordinating the consultants work with the agency programs and preparing periodic reports;
- Prepares estimates of material quantities and work progress for contractors payments;
- Maintains records, project data and may utilize computer systems;
- Coordinates projects including liaison with contractors and vendors, scheduling and gathering general project information for reports;
- Assists, develops plans and profiles of roads;
- Assists, develops plans, sections, elevations;
- Inspects construction work to ensure conformance with plans and specifications;
- Inspects physical and operational condition of existing roads;
- Conducts surveys to establish or re-establish property lines, to map developed areas and to run location lines for roads and other facilities;
- Researches engineering procedures and materials to determine the best methods and materials to use in an assigned project;
- Drafts and traces property and acquisition maps;
- May train and supervise traffic counter operation;
- May be required to maintain computer information systems;
- May participate in establishment of Right of Way by developing Right of Way maps and conducting negotiations;
- May investigate traffic conditions and prepare informational reports and recommendations;
- May train and supervise subordinate staff.

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ENGINEER I (continued)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the principles and practices of engineering;
- Good knowledge of construction procedures including designs, specifications, writings, inspections and surveys;
- Good knowledge of the tools, terminology and materials used in the construction of roads;
- Good knowledge of the laws, rules, regulations and procedures governing engineering design and construction;
- Working knowledge of land acquisition procedures, Right of Way and condemnations;
- Ability to conduct studies pertaining to the best methods and materials to use in an engineering project;
- Ability to prepare plans, specifications and narrative and tabular reports;
- Ability to coordinate engineering projects of moderate difficulty;
- Ability to train and supervise a small number of subordinate staff;
- Ability to establish cooperative relationships with contractors, consultant, vendors, co-workers and other staff;
- Mechanical aptitude;
- Accuracy;
- Physical condition commensurate with the demands of the job.

MINIMUM QUALIFICATIONS: Either,

- a. Graduation from a New York State registered or regionally accredited college or university with a Bachelor's Degree in engineering, engineering technology, or a closely related field, and two years of experience performing engineering design, specification writing, inspections, land acquisitions or surveys; OR
- b. Graduation from high school or possession of high school equivalency diploma and six years of experience performing engineering design, specification writing, inspections, and land acquisitions or surveys; OR
- c. An equivalent combination of training and experience as described by the limits of (a) and (b) above.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. ***Principles and practices of civil engineering:*** These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.

2. ***Engineering plans, specifications and estimates:*** These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

3. ***Methods and materials of construction:*** These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

4. ***Surveying principles and practices, including map interpretation:*** These questions test for knowledge of the concepts, computations and proper procedures involved in performing surveys for construction projects and land areas, including the use of theodolites, total stations, automatic levels and other contemporary field survey equipment; and for the ability to read, analyze and perform technical computations based on site plans and topographic and survey maps.

5. ***Construction, reconstruction and repair of streets, sewers, waterlines and other related structures:*** These questions test for knowledge of the engineering concepts, practices, testing procedures, materials and computations used in the installation, repair and upkeep of streets, curbs, sidewalks, abutments, retaining walls, sewage and water systems, and related appurtenances.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.state.ny.us/testing/localtestguides.cfm

APPLICATIONS:

Unless otherwise indicated on this announcement, the candidate will complete one "Application of Employment" form for each examination he/she wishes to take. ***NO COPIES WILL BE ACCEPTED.*** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. ***INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.*** All applications shall be filed with Rome Civil Service Office. This office reserves the right to reject all applications received after the last filing date.

ADDRESS CHANGE: It is the responsibility of the candidate to notify the Rome Civil Service Office, City Hall, Rome, NY 13440, *in writing*, of any change in name or address. Failure to notify this office of a change of address may result in disqualification for examination or appointment. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: Approved candidates will be notified in writing when and where to appear for the examination. No one will be admitted to the examination without the official admittance form. If an applicant is disapproved, he/she will also be notified in writing.

IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE (3) DAYS BEFORE THE DATE OF THE EXAMINATION, NOTIFY THIS OFFICE IMMEDIATELY AT 315-339-7609

ALTERNATE TEST DATES: Alternate test dates may be arranged upon review of the circumstances according to the Alternate Test Date Policy established by this department. Under specific circumstances an alternate test date may be arranged. Your request with written documentation must be received in this office no later than two (2) weeks preceding the exam date. A determination will be made if you will be scheduled for an alternate test date

COLLEGE DEGREE / CREDITS: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this office for a list of acceptable companies providing this service; you must pay the required evaluation fee.

CROSSFILING: If you applied for any other Civil Service examinations to be given on the same test day for employment with New York State or any other local governmental jurisdiction excluding New York City, you must make arrangements to *take all of the examinations at one site.*

If you have applied for both **State** and **local** government examinations, you must make arrangements to take all your examinations at the State Examination Center by calling (518) 457-7022, no later than two weeks before the test date.

If you have applied for **other** local government examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

DISABLED PERSONS: Candidates who require special accommodations to take the test should indicate the need for special arrangements on their application, as well as verbally informing the Civil Service personnel of any special needs or accommodations that may be required to take the examination.

ELIGIBLE LISTS: Appointments from an Eligible List must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office ***NO LATER THAN 10:00 a.m., on the Monday following the test date (Tuesday if Monday is a holiday)***, providing verifiable documentation of the reason.

WEATHER EMERGENCIES: In case of adverse weather conditions, any delay or cancellation of the examination will be available to you by calling the ***Rome Police Department at 339-7780***, between ***6:00 AM and 8:00 AM*** on the date of the examination.

MILITARY SERVICE MEMBERS: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Rome Civil Service Office, Rome City Hall, Rome, NY 13440, for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination **up to ten days before the test date.**

Candidates who are ***called to military service after filing an application*** should send requests for an alternate test date to Rome Civil Service, City Hall, Rome, NY 13440, as soon as possible before the test date.

RELIGIOUS ACCOMMODATIONS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under Religious Accommodation. We will make arrangements for you to take the test on a different date (usually the Monday following the Saturday exam date).

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an ***Application for Veteran's Credits*** with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the examination. Applications for veteran's credits are available from this office.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit for examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit will be granted after the establishment of the eligible list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Application forms may be obtained at Rome Civil Service Office

***Rome Civil Service Office
Rome City Hall
Room 2B
198 North Washington Street
Rome, NY 13440
(315) 339-7609 OR (315) 339-7662
Monday – Friday 8:30 AM to 4:30 PM
www.rome-ny.gov***

Applications received or postmarked after the filing deadline will not be accepted. The applicant should make sure ***EVERY*** question on the application is answered, and that the application is complete in all respects. All statements made by candidates in their application are subject to verification.

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Rome Civil Service Office does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay. Applications which are delivered in person to the Rome Civil Service Office, Rome City Hall, Rome, NY 13440, will be accepted only between the hours of 8:30 AM and 4:30 PM / Monday through Friday. Candidates will be notified by mail of the acceptance or rejection of their application(s) after the filing date. A separate application must be submitted for each separately numbered examination for which the candidate wishes to apply.

FEDERAL AND STATE LAW PROHIBIT DISCRIMINATION BECAUSE OF RACE, COLOR, RELIGION, SEX, AGE, DISABILITY OR NATIONAL ORIGIN.

~ THE CITY OF ROME IS AN EQUAL OPPORTUNITY EMPLOYER ~

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Prepared by Dawn Andrews

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